

Program Manager | Weave Kool Kids

Weave Youth & Community Services

Position title	Program Manager
Reports to	Programs Lead
Program	Weave Kool Kids
Responsible for	All aspects of management of the Weave Kool Kids Program which provides strengths based social, recreational and early intervention programs for children and young people facing complex issues in their lives.
Supervises	Youth & Community Workers and Child Youth and Family Caseworker(s)
Location	Office base at Malabar. The program operates on an outreach basis in the Randwick, Bayside and City of Sydney LGAs.
Hours	Part time/Full time (5 days per week/35 hours per week) or 63 hours per fortnight (9 days per fortnight) negotiable
Status	9 day fortnight / Permanent All positions at Weave are dependent on continued funding
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Remuneration	SCHADS SACS Level 6 Paypoint 1-3 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. Weave hourly rate range for Level 6 Paypoint 1-3: \$56.35-\$58.84 <ul style="list-style-type: none"> ● Plus Superannuation @ 11% ● Plus Annual Leave Loading of 17.5%
Benefits	<ul style="list-style-type: none"> ● Generous salary sacrifice ● Above Award hourly rates based on a 35 hour week ● Bonus paid leave days over Christmas and New Year

About Weave Youth & Community Services

[Weave Youth & Community Services](#) is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 48 years.

Weave's purpose is to empower people to change their lives, and healing and connection is at the centre of our work. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination.

Our work at every level is guided by our [Aboriginal Healing Framework](#).

Weave Kool Kids Program

The Weave Kool Kids Program is an early intervention and prevention program providing children aged 7-13 years, with opportunities to engage in recreational activities and mentoring. Focused on improving social and emotional health and wellbeing, connection to culture and promoting strength and resilience, Weave Kool Kids partners with local primary schools to deliver free after school and holiday activity programs for children and young people.

There is also a "Switch" Leadership component to the program which supports young people up to age 18, and a team of 2 Child, Youth & Family Case Workers who provide holistic support to the children, young people and families.

The program prioritises children and young people who face multiple challenges in their lives and who are impacted by intergenerational trauma and systemic disadvantage. 90% of participants are Aboriginal and Torres Strait Islander children.

The Program Manager guides and supports a team of committed and dedicated Youth & Community Workers to provide strengths-based, trauma informed, activities-based programs after school and during the school holidays, with a strong focus on building resilience and creating opportunities. Current programs include swimming, Indigenous surfing, transition to high school programs, music, drama, dance, creative arts, healthy living, cooking, and community based programs.

Summary of the Position

Management, coordination and administration of all facets of the Weave Kool Kids and Switch Leadership Programs. The Program Manager consults with the children, young people, community and staff in developing new programs to ensure community needs are met. There are currently 4 partner primary schools; La Perouse Public, Chifley Public, Soldiers Settlement Primary and Our Lady of Mount Carmel, Waterloo.

The Program Manager is responsible for the day to day operations of the program including; staff rostering, staff management, supervision, support and development, program planning, implementation and evaluation, budget management, grant applications and reporting, program representation at community interagencies, partnerships, stakeholder relationships and office administration duties.

Flexible hours: 7 hours per day, over a 9-day fortnight or full time, broadly between the hours of 9am - 7pm depending on program needs.

Key Responsibilities

- Program planning, development, implementation & evaluation
- Work alongside the Programs Lead to ensure Program design and activities are integrated into the overall strategy and services of Weave
- Maintain quality and consistency of the Weave Kool Kids Model across the program
- Coordinate, roster, support, manage, supervise and develop Youth & Community Workers, the Child, Youth and Family Caseworker(s) and placement students where applicable
- Provide regular supervision to all staff in the Weave Kool Kids program
- Foster and support a healthy team culture and positive team dynamics
- With the children, young people, community and staff, design prevention and early intervention programs that meet the needs of the community
- Oversee the youth leadership and mentoring program and ensure that youth-led initiatives are designed and supported
- Advocate for families who have DCJ involvement and address child protection matters in Culturally safe ways. Liaise with families to help them address child protection matters as they arise in order to achieve positive outcomes for families without the risk of child(ren) removal
- Work with the Fundraising and Volunteering Manager and Head of Fundraising & Communications to source funding opportunities, prepare funding applications and report on funding grants to support sustainability of the program

- Work with DCJ Case Managers to ensure the most Culturally safe and therapeutic outcome for families who have existing child protection and Children's Court matters
- Work together with the support of the Programs Lead to maintain and nurture current partnerships with funders, corporates, local businesses, schools and local service providers as well as developing new partnerships and collaborations
- Basic family support and referrals
- Maintain and creating partnerships for program development
- Maintain community relationships and trust in the community through consistency, consultancy, transparency and care
- Complete day to day administrative tasks
- Liaise with La Perouse Aboriginal Land Council, participate in Joint Decision Making with La Perouse Alliance, Government Departments, nurture and maintain strong networks to ensure collaboration and best outcomes for families
- Provide timely reports on achievements and data and track expenditure for Weave management and funding bodies
- Ensure adherence to Weave Policies and Procedures and develop procedures specific to Kool Kids where applicable.
- Work with HR Manager to recruit and induct new staff as necessary
- Lead staff meetings, program planning and development days alongside Programs Lead
- Identify staff training needs and coordinate alongside Programs Lead to facilitate access to relevant training for team members
- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role
- Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct Section 8.2 (a)

Selection Criteria

1. Relevant Tertiary Qualifications in the Community Services Sector (Youth/ Child / Social/ Welfare/ Community Work, Psychology, Social Policy, Aboriginal Studies)
2. Minimum 2 years' experience working in the Community Services Sector with children and young people
3. Demonstrated experience in program management and excellent time management and organisational skills
4. Team player with strong communication, negotiation and conflict resolution skills and ability to remain calm under pressure

5. Awareness of, and sensitivity to the experiences of Aboriginal and Torres Strait Islander peoples impacted by the ongoing oppressive legacies of colonisation.
6. Understanding of the importance of cultural safety for Aboriginal and Torres Strait Islander peoples, the strengths of Aboriginal and Torres Strait Islander peoples.
7. Ability to engage with children and young people with complex social and emotional needs
8. Proven ability to plan, implement and evaluate age appropriate programs for children and young people
9. Proven ability to engage key stakeholders and establish and maintain good stakeholder relationships
10. Common sense and an excellent sense of humour.
11. Understanding of child safety standards and a NSW Working with Children Check clearance.
12. National Police Check.
13. NSW full unrestricted Driver's Licence.

****Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply**